



Hendry County Sheriff's Office

General Order 17.3

TITLE: Bereavement Leave	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: May 29, 2019	REVISION DATE:
RELATED REFERENCES: N/A CFA: N/A	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 29, 2022

I. PURPOSE: This order is for member's understanding to their rights for Bereavement Leave.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY: The Hendry County Sheriff's Office shall provide bereavement leave in the event of the death of a member of a part-time or full-time employee's immediate family member for periods of bereavement and/or attending the funeral.

IV. PROCEDURE

- A. In the event of the death of an employee's immediate family member, the employee may be granted paid bereavement leave upon approval of supervision as follows: full-time employees up to five consecutive days; part-time employees up to three consecutive days. Bereavement leave shall not be deducted from the employee's accrued PTO, sick leave, or compensatory time.
- B. Supervision may require proof of death and/or verification of relationship (i.e., newspaper obituary notice, death certificate, etc.) in order to approve bereavement leave.
- C. The district Commander or unit supervisor must approve bereavement absences that exceed the granted workdays. If the employee requires more workdays for bereavement purposes, the additional absence may be charged to the employee's accrued sick leave balance. If the employee has insufficient sick leave, the absence may be charged to other accrued leave balances. If no accrued leave is available, then the absence will be considered as leave without pay and must be approved by the Sheriff.
- D. Any additional time for absence that is not coincident with the death but needed for matters such as an out-of-state trip for settlement of an estate, grief counseling, etc., if needed, may be approved and will be charged to PTO.

V. GLOSSARY

IMMEDIATE FAMILY MEMBER – Spouse, children or stepchildren; and parents/stepparents, brothers, sisters, grandparents, and grandchildren of employee or spouse.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.